

## **Board of Industrial Insurance Appeals Supplier Diversity Plan**

### **Policy**

The Board of Industrial Insurance Appeals is committed to supporting the State's effort to ensure that minority and women-owned businesses have access to contracting and procurement opportunities.

### **Purpose**

To ensure OMWBE certified firms are afforded the opportunity to participate in BIIA contracting and procurement activities.

### **Goals**

A majority of BIIA goods and services are acquired through master contracts from General Administration (GA), Department of Personnel (DOP), the Office of the Attorney General (ATG), Department of Information Services (DIS), Department of Printing (PRT), etc.

When practical, solicit OMWBE for assistance in identifying certified firms offering needed goods and services.

BIIA will continue to report AFRS expenditure data in a manner that allows OMWBE to calculate historical data on expenditures to determine our contracting/procurement achievement/opportunities with certified Minority Business Enterprises (MBE), Women's Business Enterprises (WBE), and non-certified businesses.

### **Roles**

The Administrative Services Division is responsible for ensuring the agency is in compliance with state purchasing and contracting laws and regulations.

Chief, Administrative Services Division	Oversees all functions of the Administrative Services Division
Financial Manager	Oversees all fiscal and purchasing activities.
Procurement and Supply Specialist	Responsible for all ordering using state contracts and outside vendors.
Fiscal Analyst 2	Ensures that all appropriate coding is entered into the AFRS and DRS systems so that accurate OMWBE reports will be automatically be produced.

### **Objectives**

- Have appropriate staff attend the OMWBE training *Supplier Diversity Data Reporting* when available.

- When practical, the BIIA will consider OMWBE-certified minority and women-owned businesses in direct purchase decisions.
- BIIA will actively petition OMWBE for contract exemptions where certified organizations are not an option so that the base total from which the compliance percentages are calculated is accurate.
- BIIA will encourage firms that may meet the eligibility criteria to contact OMWBE for certification.
- BIIA will review expenditure records to ensure that 2<sup>nd</sup> tier OMWBE-certified expenditures are accurately captured for reporting purposes.

### **Measuring Success**

- The BIIA will count participation by all OMWBE certified firms.
- BIIA will determine if there is an opportunity for OMWBE certified firms to provide goods and services not previously supplied by diverse vendors.
- BIIA will review and update this plan as needed to ensure compliance with laws and regulations.